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QHSE ACADEMY CATALOGUE

Whatsapp Support: +1 647-901-4166

Address: HEAD OFFICE QHSE Academy
Canada 3185 Unity Mississauga, L5L4E5,
Ontario, Canada

info@qhseacademy.ca
instructor@qhseacademy.ca





Negotiating for Results

Supervisors and Managers Trainings

ENROLL NOW

<https://www.qhseacademy.ca/courses/business-management/negotiating-for-results/>

- Understand how often we all negotiate and the benefits of good negotiation skills.
- Recognizes the importance of preparing for the negotiation process, regardless of the circumstances.
- Identify the various negotiation styles, their advantages and disadvantages.



MEETING MINUTES

The Minute Taker's Workshop

Career Development Training Library

ENROLL NOW

<https://www.qhseacademy.ca/courses/business-management/the-minute-takers-workshop/>

- Be able to use minutes to their advantage.
- Be able to remedy many of the complaints that beset minute-takers.
- Be able to write minutes that are suitable for formal meetings, semi-formal meetings. and action minutes.
- Develop the essential skills of an effective minute-taker



Telemarketing – Using the Telephone as Sales Tool

SALES & MARKETING

ENROLL NOW

<https://www.qhseacademy.ca/courses/career-development-training-library/telemarketing-using-the-telephone-as-sales-tool/>

- Learn how to warm up your sales approach to reduce your fear of cold-calling.
- Choose the right environment for telephone selling.
- Identify ways to make a positive first impression.
- Identify strategies that help you speak to the decision-maker.



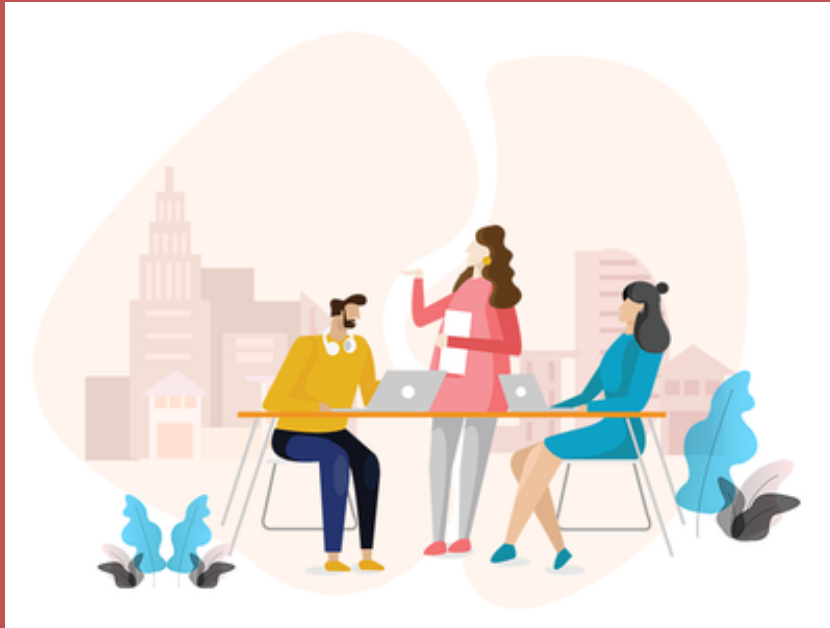
Inventory Management – The Nuts and Bolts

SUPERVISORS AND MANAGERS TRAININGS

ENROLL NOW

<https://www.qhseacademy.ca/courses/business-management/inventory-management-the-nuts-and-bolts/>

- Discover how effective inventory management contributes to the financial success of an organization
- Benchmark your present system against current practices in inventory management
- Identify how to take a team approach to manage inventory



Team Building – Developing High Performance Teams

SUPERVISORS AND MANAGERS TRAININGS

ENROLL NOW

<https://www.qhseacademy.ca/courses/business-management/team-building-developing-high-performance-teams/>

- Examine the work practices of high performing teams.
- Create line of sight between what your team does and your organization's business strategy.
- Build teamwork by recognizing and tapping into the twelve characteristics of an effective team.



Motivation Training – Motivating your Workforce

SUPERVISORS AND MANAGERS TRAININGS

ENROLL NOW

<https://www.qhseacademy.ca/courses/business-management/motivation-training-motivating-your-workforce/>

- Identify what motivation is
- Learn about common motivational theories and how to apply them
- Learn when to use the carrot, the whip, and the plant
- Discover how fear and desire affect employee motivation



Delegation – The Art of Delegating Effectively

SUPERVISORS AND MANAGERS TRAININGS

ENROLL NOW

<https://www.qhseacademy.ca/courses/business-management/delegation-the-art-of-delegating-effectively/>

- Clearly identify how delegation fits into your job and how it can make you more successful.
- Identify opportunities within the scope of your authority for delegating effectively to others.
- Identify the criteria for fair and responsible delegation to all employees.



The Professional Supervisor

SUPERVISORS AND MANAGERS TRAININGS

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<https://www.qhseacademy.ca/courses/business-management/the-professional-supervisor/>

- You will clarify the scope and nature of a supervisory position.
- You will learn some ways to deal with the challenges of the role.
- You will recognize the responsibilities you have as a supervisor, to yourself, your team, and your organization.



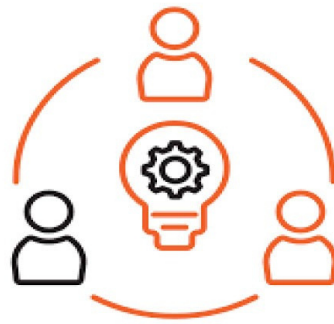
Public Speaking – Presentation Survival School

CAREER DEVELOPMENT TRAINING LIBRARY

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<https://www.qhseacademy.ca/courses/career-development-training-library/public-speaking-presentation-survival-school/>

- Identify ways to gain rapport with your audience
- Learn techniques to reduce nervousness and fear
- Recognize how visual aids can create impact and attention



Coaching

Coaching – A Leadership Skill

SUPERVISORS AND MANAGERS TRAININGS

ENROLL NOW

<https://www.qhseacademy.ca/courses/business-management/coaching-a-leadership-skill/>

- Understand how coaching can be used to develop your team.
- Develop the coaching skills that help improve individual performance.
- Identify employee problems and ways you can help to correct them.



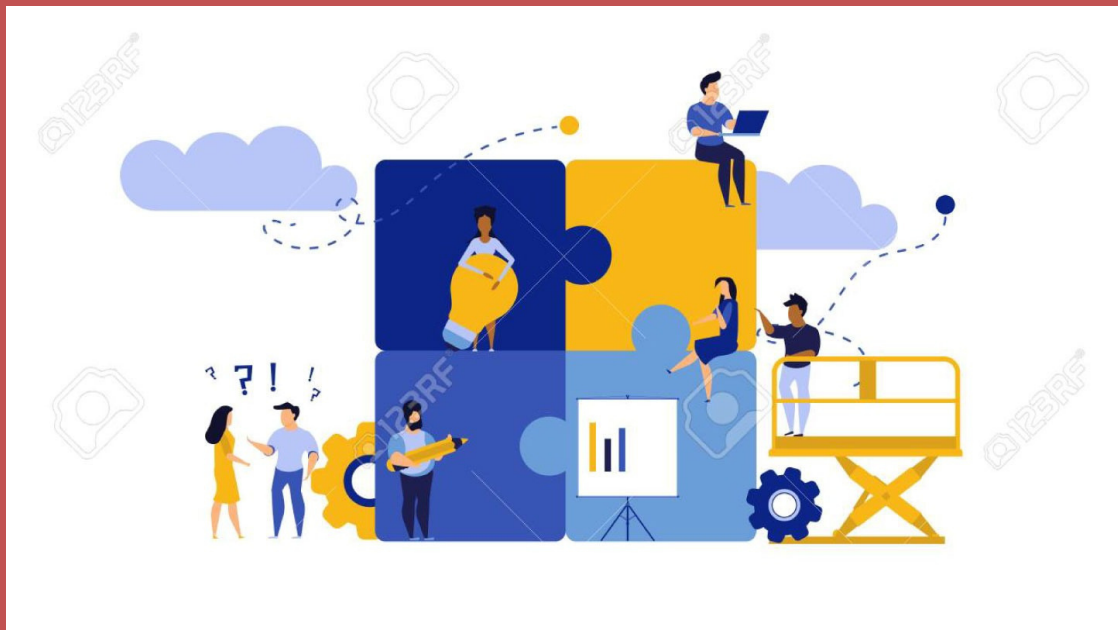
SpeakEasy – Conquering Your Fear of Speaking in Public

CAREER DEVELOPMENT TRAINING LIBRARY

ENROLL NOW

<https://www.qhseacademy.ca/courses/career-development-training-library/speakeasy-conquering-your-fear-of-speaking-in-public/>

- To enhance the ability to speak one-on-one with others.
- To feel more confident speaking socially or in small groups such as meetings.
- To practice developing these skills in a safe and supportive setting.



Strategy and Operations

STRATEGIC MANAGEMENT

ENROLL NOW

<https://www.qhseacademy.ca/courses/business-management/strategy-and-operations/>

- Manage strategic projects proactively
- Prepare a long-term business strategy services
- Optimize business processes and increase productivity



Skills for the Administrative Assistant

CAREER DEVELOPMENT TRAINING LIBRARY

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<https://www.qhseacademy.ca/courses/business-management/skills-for-the-administrative-assistant/>

- Understand the importance of professional presence on the job.
- Learn how to self-manage to become more effective and efficient.
- Improve our ability to plan, prioritize and solve problems effectively.



Customer Service Training – Critical Elements of Customer Service

CAREER DEVELOPMENT TRAINING LIBRARY

ENROLL NOW

<https://www.qhseacademy.ca/courses/business-management/customer-service-training-critical-elements-of-customer-service/>

- Develop more confidence and skill as a problem-solver.
- Communicate more assertively and effectively.
- Learn some ways to make customer service a team approach.



Marketing and Communications

SALES & MARKETING

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<https://www.qhseacademy.ca/courses/business-management/marketing-and-communications/>

- Understanding market insights
- Successful customer relationship management
- Evaluation of marketing campaigns



Finance and Accounting

BUSINESS MANAGEMENT

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<https://www.qhseacademy.ca/courses/business-management/finance-and-accounting/>

- Understanding accounting techniques & financial data
- Analyzing financial statements and reports
- Evaluating financial performance of businesses and projects



Human Resource Management

HUMAN RESOURCES TRAINING LIBRARY

ENROLL NOW

<https://www.qhseacademy.ca/courses/business-management/human-resource-management/>

- Strategic planning of HR processes
- Finding, selecting and recruiting the right team members
- Performance evaluation and feedback management



Essential Management Skills

BUSINESS MANAGEMENT

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<https://www.qhseacademy.ca/courses/business-management/essential-management-skills/>

- Basics of leadership & team development
- Strategic decision making & negotiation skills
- Essentials of project and time management



Economics and International Business

BUSINESS MANAGEMENT

ENROLL NOW

<https://www.qhseacademy.ca/courses/business-management/economics-and-international-business/>

- Understanding essential economic principles and concepts
- Analyzing the production and consumption of goods and services
- Evaluation of international business strategies



Conflict Resolution – Dealing with Difficult People

CAREER DEVELOPMENT TRAINING LIBRARY

ENROLL NOW

<https://www.ghseacademy.ca/courses/career-development-training-library/conflict-resolution-dealing-with-difficult-people/>

- Recognize how your own attitudes and actions impact on others
- Find new and effective techniques for dealing with difficult people
- Develop coping strategies for dealing with difficult people and difficult situations



From Waste to Value: How to Tackle Food Waste

FOOD MANAGEMENT SYSTEM

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<https://www.qhseacademy.ca/courses/food-management-system/from-waste-to-value-how-to-tackle-food-waste/>

- Discover the causes and impact of food waste, and learn how you can tackle it on a personal, community, and national level.



One Health Concept

FOOD MANAGEMENT SYSTEM

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<https://www.qhseacademy.ca/courses/food-management-system/one-health-concept/>

- “One Health” has been defined many ways. At its core, One Health fosters a collaborative approach to issues that intersect human, animal and environmental health.



Cleaning & Sanitary practices in Food Industry

FOOD MANAGEMENT SYSTEM

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<https://www.qhseacademy.ca/courses/food-management-system/cleaning-sanitary-practices-in-food-industry/>

- Each sector of the food system is unique in size, scope, and diversity and has evolved and adapted to changes in demographics and lifestyles, science and technology, and consumer demands.



Communication Strategies

CAREER DEVELOPMENT TRAINING LIBRARY

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<https://www.qhseacademy.ca/courses/business-management/communication-strategies/>

- A major goal of this training course is to help you understand the impact your communication skills have on other people, and how improving these skills can make it easier for you to get along in the workplace.



Microbiological risks in Food

FOOD MANAGEMENT SYSTEM

ENROLL NOW

<https://www.qhseacademy.ca/courses/food-management-system/microbiological-risks-in-food/>

- The contamination of food by microbial agents is a worldwide public health concern. Most countries have documented significant increases in the incidence of diseases caused by microorganisms in food over the past few decades.



Business Writing that Works

CAREER DEVELOPMENT TRAINING LIBRARY

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<https://www.qhseacademy.ca/courses/business-management/business-writing-that-works/>

- In business writing, the language is concrete, the point of view is clear, and the points are well expressed. Good writing is hard work, and even the best writers get discouraged. However, with practice you can feel more confident about your own writing.



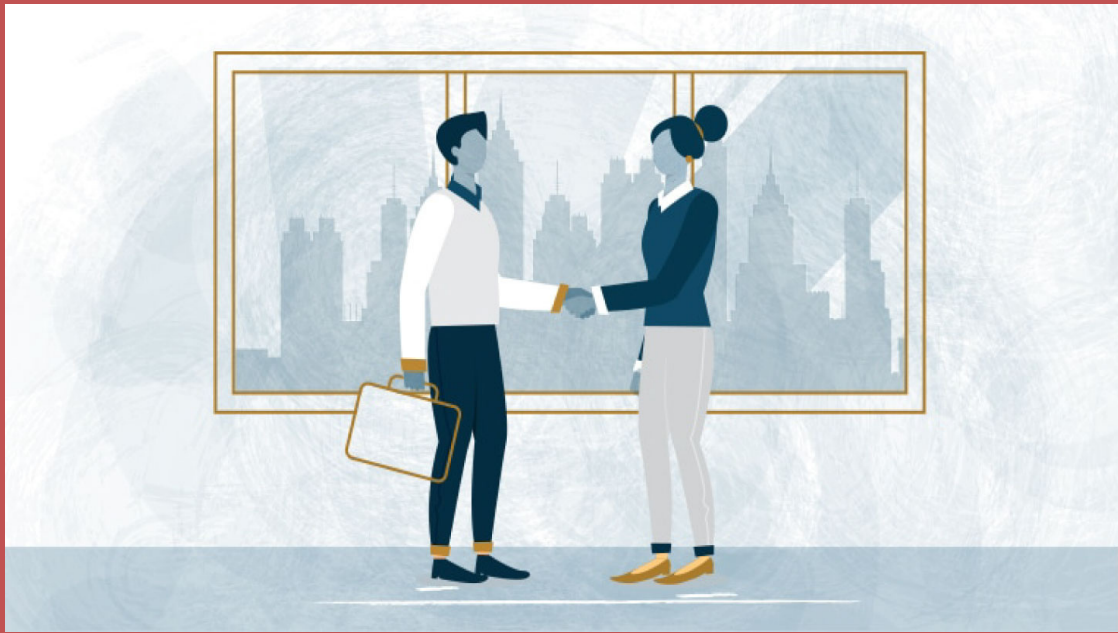
The Basics of Food Safety

FOOD MANAGEMENT SYSTEM

ENROLL NOW

<https://www.qhseacademy.ca/courses/food-management-system/the-basics-of-food-safety/>

- In this course, you will learn about the basis of the food safety system, how food safety control works and what the risks are. The facts, figures and examples contained in this course reflect what is necessary to ensure a high level of protection.



Business Etiquette – Gaining That Extra Edge

CAREER DEVELOPMENT TRAINING LIBRARY

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<https://www.qhseacademy.ca/courses/business-management/business-etiquette-gaining-that-extra-edge/>

- This training will reassure you that you can handle most of those socially difficult moments, and perhaps give you that extra edge in areas that you'd never thought of before.



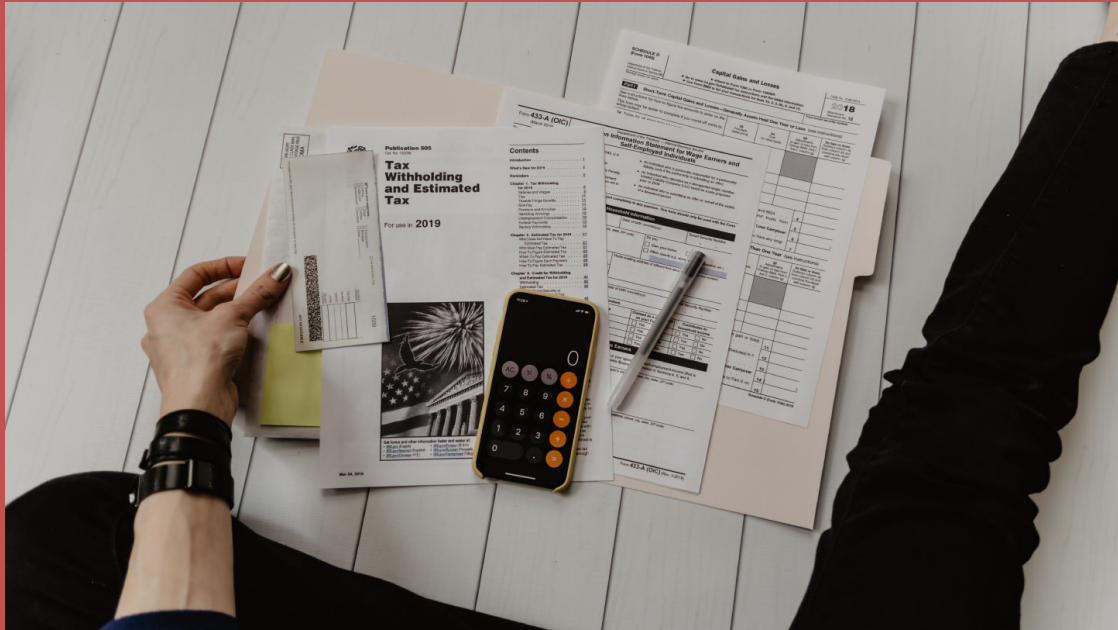
Global Food Security

FOOD MANAGEMENT SYSTEM

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<https://www.qhseacademy.ca/courses/food-management-system/global-food-security/>

- Food security exists when all people, at all times, have physical and economic access to sufficient, safe, and nutritious food that meets their dietary needs and food preferences for an active and healthy life.



Budgets and Managing Money

SUPERVISORS AND MANAGERS TRAINING LIBRARY

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<https://www.qhseacademy.ca/courses/business-management/budgets-and-managing-money/>

- For managers in today's business world, it's essential to have a working knowledge of finance. If you don't have training or a background in finances, you may be at a disadvantage as you sit around the management table.



Building Your Self-Esteem and Assertiveness Skills

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<https://www.qhseacademy.ca/courses/career-development-training-library/building-your-self-esteem-and-assertiveness-skills/>

- Building your self-esteem is essential for confidence and success. And it all begins with you. Of all the judgments you make in life, none is as important as the one you make about yourself.



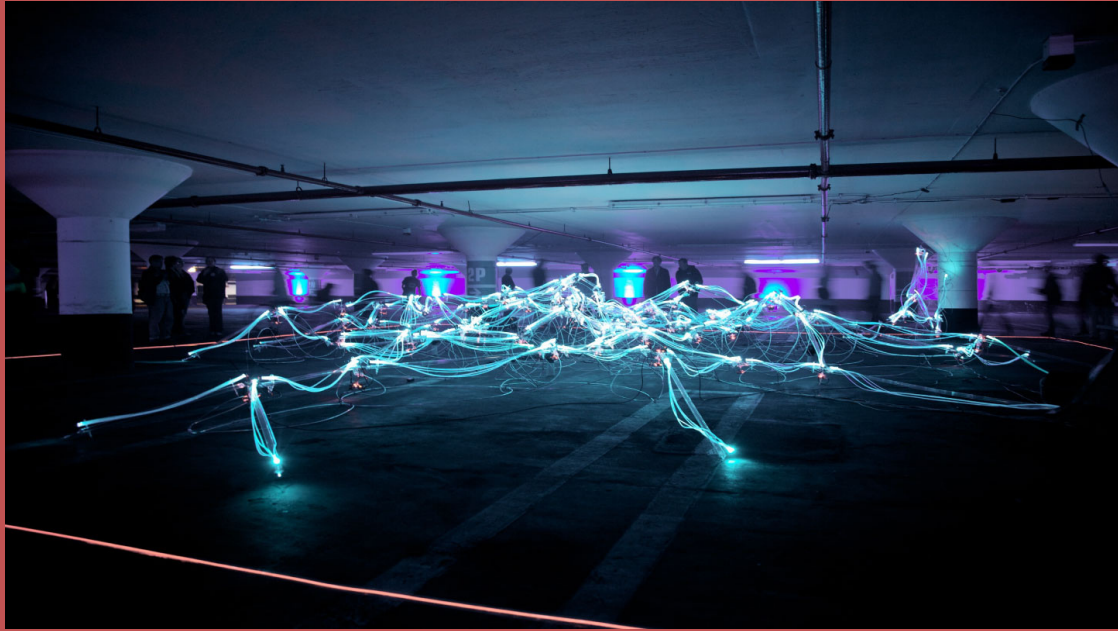
Advanced Writing Skills

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<https://www.qhseacademy.ca/courses/career-development-training-library/advanced-writing-skills/>

- This is a two-day training course for those who already are good writers. Our time will be devoted to writing letters of recommendation, of persuasion, of refusal or of action, that reflect current word usage and up-to-date formats.



Digital Transformation

BUSINESS MANAGEMENT

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<https://www.qhseacademy.ca/courses/innovation-management/digital-transformation/>

- Digital transformation is everywhere at the moment. It can be found in companies, governments, and at countless conferences. As the hype around digital transformation continues to persist, the confusion also increases.



Design Thinking

BUSINESS MANAGEMENT

ENROLL NOW

<https://www.qhseacademy.ca/courses/innovation-management/design-thinking/>

- Thinking like a designer can transform the way organizations develop products, services, processes, and strategy. Design Thinking allows managers to use creative tools to address a vast range of challenges.



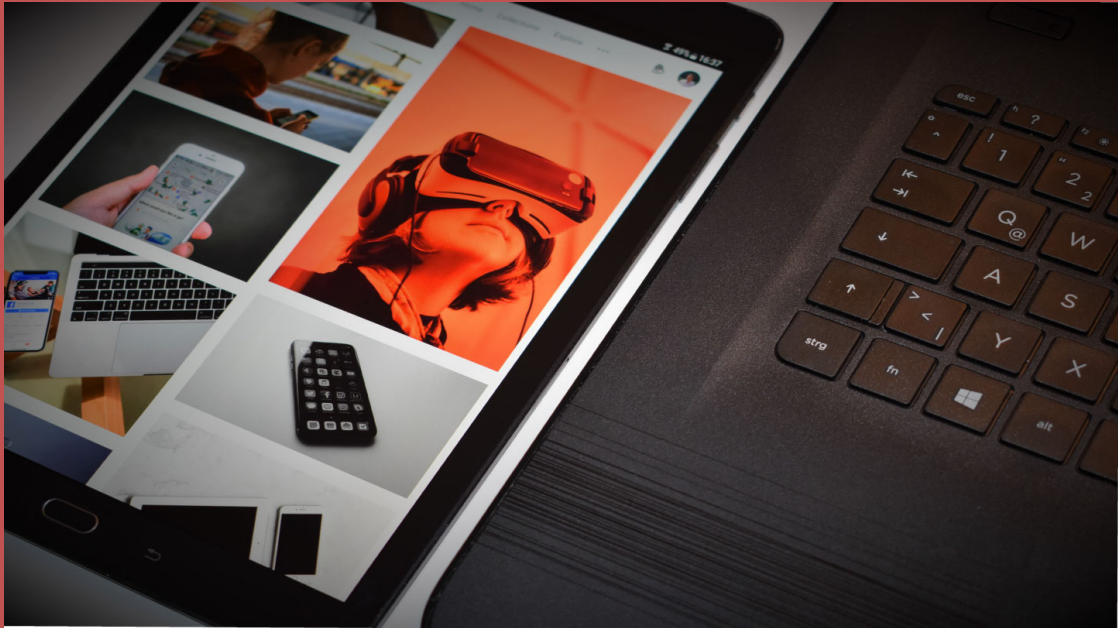
Change Management

BUSINESS MANAGEMENT

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<https://www.qhseacademy.ca/courses/business-management/change-management/>

- Welcome to Change Management!
Change Management is a common buzz word in today's businesses. The way businesses manage change and how successful they are at it, depends largely on the nature of business.



Basics of Innovation Management

INNOVATION MANAGEMENT

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<https://www.qhseacademy.ca/courses/innovation-management/basics-of-innovation-management/>

- Innovation has been one of the hottest topics of the last couple of decades and innovation management is a source of much debate: Some argue that the very definition of innovation means that it can't be managed.



Principles of Economics

BUSINESS MANAGEMENT

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<https://www.ghseacademy.ca/courses/business-management/principles-of-economics/>

- In this course, you will learn the basic principles that drive the economy. The word “economy” comes from the Greek word oikonomos, which means “one who manages a household.”



Marketing Essentials

SALES & MARKETING

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<https://www.ghseacademy.ca/courses/business-management/marketing-essentials/>

- Most people link marketing to the area of consumer goods, where everything, from sponsoring a car to tv commercials, is a piece in the marketing process – all aimed at informing potential customers about a product or service.



Leadership and Team Development

PROJECT MANAGEMENT

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<https://www.qhseacademy.ca/courses/business-management/leadership-and-team-development/>

- Probably the most important part of becoming any sort of leader in the modern workplace is to be the person that others choose to follow. Even where compulsion is possible, it tends not to work very well.



Basics of Strategic Management

STRATEGIC MANAGEMENT

ENROLL NOW

<https://www.qhseacademy.ca/courses/business-management/basics-of-strategic-management/>

- Strategic Management is all about identification and description of the strategies that managers can carry to achieve better performance and a competitive advantage for their organization.



Anger Management

CAREER DEVELOPMENT TRAINING LIBRARY

ENROLL NOW

<https://www.qhseacademy.ca/courses/career-development-training-library/anger-management/>

- Be better able to recognize how anger affects your body, your minds and your behavior.
- Be better able to use the five-step method to break old patterns and replace them with a model for assertive anger.



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